



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA  
1060 GAFFNEY ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

IMPA-FWA-ZA

22 AUGUST 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FWA Garrison Policy Letter #20 – Requests for Installation Facilities Use

1. All facilities and equipment will be used strictly for their intended purpose. Individuals making reservations or renting equipment will be a DoD ID card holder. MWR facilities and equipment are designated for soldiers and family recreation and activities to improve the quality of life for the total USARAK and USAG-AK Army Family.
2. Any use, other than recreation, must be staffed through FWA Garrison Operations and approved by the FWA Garrison Commander a **minimum of six weeks before the requested date of use**. Requests will also indicate what other options have been considered and why use of MWR assets is the only resource.
3. Facilities covered by this policy include: FWA Parade Field, Installation Headquarters Theater, Physical Fitness Center, Melaven Gym, Melaven Pool, Birch Ski Hill, all MWR sports fields, Glass Park and Engineer Park.
  - a. The FWA Parade Field, located on the west side of the Headquarters Building (Bldg 1555), is restricted to post ceremonial activities only.
    - (1) Units will not conduct physical training on the Parade Field.
    - (2) To reserve the Parade Field submit a written request to FWA Garrison S3, NCO, 353-9757/9758. All static displays must have prior approval from the FWA Garrison Commander. The responsible unit will submit the request (with details of type of equipment, how many of each, location desired) to the FWA Garrison Commander's office. Static displays may be positioned on the west side of the Parade Field in the parking area (east side of buildings 1562 and 1566).
  - b. The Installation Headquarters Theater, located in Bldg 1555, is available for unit and directorate activities. To reserve the theater, the unit/directorate needs to contact the FWA Garrison Installation Services Office at 353-7663/6669.

APVR-WPC-OPS

SUBJECT: FWA Garrison Policy Letter #20 - Requests for Installation Facilities Use

c. The Physical Fitness Center and Melaven Gym can be reserved for unit/directorate functions and activities. To reserve either the Physical Fitness Center or Melaven, submit a written request to the FWA Garrison S3, 353-6612.

d. Melaven Pool can be reserved for unit/directorate functions and activities. Melaven Pool is open for military training every Monday from 1300-1500. To reserve the pool, submit a written request to the FWA Garrison S3, 353-6612.

e. Birch Ski Hill can be reserved for unit/directorate functions and activities. To reserve Birch Ski Hill, submit a written request to Garrison S3, 353-6612. Birch Ski Hill is open for military physical training every Friday (except Holidays, and Christmas and Spring Breaks) from 1300-1530. The uniform during this time is Extreme Cold Weather Clothing System (ECWCS). Soldiers wishing to rent equipment during this time may do so at a reduced rate of \$8.00, which includes a free lift pass.

f. MWR Sports Fields will be marked with signs indicating their intended use (i.e. Softball Field One) and are to be used only for that designated purpose. Sporting event use by unit or organization (such as Little League or unit flag football) must be scheduled with proponent for the field a **minimum of six weeks in advance**. Any use other than sporting events, to include PT, must be staffed through the proponent to FWA Garrison S3 and approved by the FWA Garrison Commander as described above.

g. Glass Park and Engineer Park: Individuals and/or units may rent pavilions for functions and parties. To make reservations, individuals and units can submit a written request to FWA Garrison S3, 353-6612. Glass Park or Engineer Park is not intended for tactical exercises. Exception to policies may be submitted to the FWA Garrison S3, 353-6612 in writing six weeks in advance.

4. Units wishing to use MWR facilities or equipment for unit recreational activities should submit requests (and deposit, if required) to the facility or program manager as soon as possible to ensure equipment is available for the event. This use may be subject to a rental or usage fee. Whenever a unit wishes to rent equipment, a unit POC will sign for the equipment and assume responsibility for its return in good order.

APVR-WPC-OPS

SUBJECT: FWA Garrison Policy Letter #20 - Requests for Installation Facilities Use

5. Private Organizations (POs) approved by the FWA Garrison Commander for operation on Fort Wainwright may request use of MWR equipment and facilities for their organizations' events as long as the equipment or facility is reserved or rented by a DoD ID Card Holder. If available, the PO may be authorized to use MWR equipment and facilities on a reimbursable basis. Requests for such use should be made through the facility manager or FWA Garrison S3 as soon as possible.
6. This policy supersedes Post Policy Letter #8, subject: Post, DCA, and DPTSM Facilities Use, dated 18 September 2002, and Post Policy Letter #16, subject: Use of Morale, Welfare and Recreation (MWR) Facilities and Equipment, dated 8 October 2002.
7. The POC for this memorandum is the FWA Garrison S3, 353-6612.

RONALD M. JOHNSON  
LTC, SF  
FWA Garrison Commander

DISTRIBUTION:  
A (FWA)